

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Minimum Bill Amount
<b>Purpose:</b>	Establishes a minimum bill amount and the application thereof for the Bureau of Reclamation. The benefits of this Directive and Standard (D&S) are increased cost effectiveness and efficiency in debt collection.
<b>Authority:</b>	Code of Federal Regulations, Title 4 - <i>Accounts</i> , Chapter II - <i>Federal Claims Collection Standards</i> (4 CFR 102.14); Department of the Interior Cash Management Handbook, Chapter 3.5.14 - <i>Cost of Collections</i> ; and Interior Credit and Debt Management Handbook, Chapter 5.2 - <i>Effectiveness of Collection Procedures</i>
<b>Approving Official:</b>	Director, Management Services Office
<b>Contact:</b>	Finance and Accounting Division (FAD), Fiscal Services and Accounts Receivable, 84-27712

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1. **Introduction.** The minimum bill amount effective with the issuance of this D&S will be posted on the FAD Intranet site. This amount will be recalculated annually, with the Intranet site being updated accordingly.
  - A. Generally speaking, a bill for collection will not be required for debts equal to or less than the minimum bill amount. There are, however, exceptions to this rule. For example, a bill for collection will be issued on a debt that is owed by a current Reclamation employee, regardless of the amount. Similarly, a bill for collection that is less than the minimum bill amount may be issued to set an example or precedent on a particular issue, to comply with contractual agreements, or to carry out decisions by boards of survey on losses or damages to Government property.
  - B. When a bill is not issued because the debt falls below the minimum bill amount, the documentation related to the debt must reference the minimum bill amount as the justification for a bill not being issued, and this documentation must be retained.
2. **Applicability.** This D&S applies to all regional finance offices and addresses the criteria and process for establishing and applying a minimum bill amount for debt collection.
3. **Definitions.** There are no terms that need defined for the purposes of this release.

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### 4. **Responsibilities.**

#### A. **FAD Fiscal Services and Accounts Receivable.** FAD Fiscal Services and Accounts Receivable is responsible for:

- (1) calculating the minimum bill amount on an annual basis; and
- (2) ensuring that the updated minimum bill amount and supporting documentation (i.e., the cost study) are posted on the FAD Intranet site, and notifying the regions of this update.

#### B. **Regional Finance Officers.** The regional finance officers are responsible for:

- (1) reviewing the documentation related to the calculation of the minimum bill amount, as posted on the FAD Intranet site, as necessary; and
- (2) notifying FAD with any comments they have regarding the calculation.

### 5. **Related References.** Comptroller General Decisions: B-190462, 58 CG 372 (1979) and B-217181, 65 CG 893 (1986).